

## City of Martinsville Building Services

When applying for a construction permit, please **completely** fill out the following applications and return to the office of, **City of Martinsville Building Inspector** for review. **Building, electrical, and improvement location permits will only be issued once all of the criteria is completed.**

**Building Permit Application:** Include one (1) copy of building plans with application.

**Electrical Permit Application:**

**Improvement Location Permit:** Include three (3) copies of Plot Plan.

**Contractor Information Page:**

*Construction within the buffer zone will require an additional septic permit from the County prior to building application review.*

Approved permits can be paid for and picked up at the office of, **City of Martinsville Clerk Treasure**, at 110 W. Morgan St. Checks or money orders can be made payable to the **City of Martinsville**.

*For all new construction, an address, along with lot number, must be displayed on the lot throughout the entire construction process. Address must be unobstructed and visible from the city right of way.*

Construction inspections are required at different phases of construction. 24 hours advance notice is required when scheduling an inspection. Contact the office of, **City of Martinsville Building Inspector** at 765-349-4923 to schedule all inspections. Inspections are required at the following stages of construction:

**Footer** - Inspection of footer before concrete is poured

**Foundation** - Inspection of completed foundation before any additional construction.

**Rough-In** - Framing, electrical, plumbing, and mechanical will be inspected at the same Time.

*If electrical systems are energized, workers must have GFCI protection on the circuits that are being utilized.*

**Final Inspection** - A final inspection will be made only after **all** work has been completed and the structure is **ready to be occupied**. The builder, owner, developer, or their appointee shall be present during the final inspection.

Building Inspector - Eric Martlage - 765-349-4923  
City Superintendent - Roger Laymon - 765-342-7800  
Fire Chief - Tim Fraker - 765-342-2343

**CITY OF MARTINSVILLE BUILDING PERMIT APPLICATION**

	PERMIT NO.	FEE
ELECTRICAL	_____	_____
BUILDING	_____	_____
TOTAL DUE		_____

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

	PRESENT ZONING CLASSIFICATION:
ADDITION/SUBDIVISION:	_____

LOT NUMBER: \_\_\_\_\_ FLOOD PLAN: \*\*YES \_\_\_\_\_ NO \_\_\_\_\_

NOTE: IF BUILDING SITE IS WITHIN SPECIAL FLOOD HAZARD AREAS (\*ZONES BEGINNING WITH THE LETTES “A” OR “V”), AN ELEVATION CERTIFICATE (FEMA FORM 81-31) MUST BE COMPLETED BY AN INDIANA REGISTERED LAND SURVEYOR, PROFESSIONAL ENGINEER OR ARCHITECT AND SUBMITTED TO THE CITY SUPERINTENDENT. THE “LOWEST FLOOR” ELEVATION OF THE BUILDING MUST BE 2.0 FEET ABOVE THE BASE FLOOD ELEVATION. A BUILDING PERMIT WILL NOT BE ISSUED UNTIL THE ELEVATION CERTIFICATE HAS BEEN RECEIVED.

NEW: \_\_\_\_\_ ADDITION: \_\_\_\_\_ ALTERATION: \_\_\_\_\_

PURPOSE FOR WHICH BUILDING WILL BE USE: \_\_\_\_\_

OFF STREET PARKING PROVIDED: \_\_\_\_\_

BUILDING SIZE: LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGTH: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_

WORK TO BEGIN: \_\_\_\_\_ FINSIH: \_\_\_\_\_

NOTE: IT IS THE RESPONSIBILITY OF THE OWNER OR BUILDER TO NOTIFY THE CITY SUPERINTENDENT WHEN READY FOR EACH INSPECTION. ALSO, IT IS THE RESPONSIBILITY OF THE OWNER OR BUILDER TO OBTAIN A SEPARATE IMPROVEMENT LOCATION PERMIT FOR ALL IMPROVEMENTS.

SECTION 7 – PERMIT REQUIRED  
ALL PERMITS ISSUED SHALL EXPIRE ONE (1) YEAR FROM THE DATE OF ORIGINAL ISSUE IF THE CONSTRUCTION PHASE HAS NOT BEGUN.

SECTION 15 – CERTIFICATE OF OCCUPANCY REQUIRED  
IT SHALL BE UNLAWFUL FOR ANY PERSON TO OCCUPY OR USE ANY BUILDING FOR WHICH A BUILDING PERMIT IS REQUIRED BY THIS ARTICLE WITHOUT OBTAINING A CERTIFICATE OF OCCUPANCY. A CERTIFICATE OF OCCUPANCY SHALL BE ISSUED ONLY IF THE BUILDING FOR WHICH IT IS DESIRED IS IN ALL RESPECTS IN COMPLIANCE WITH ALL OF THE PROVISIONS OF THIS CODE, THE ZONING AND SUBDIVISION ORDINANCES, AND ALL OTHER PROVISIONS OF STATE LAW, INCLUDING THIOSE PERTAINING TO CONSTRUCTION IN A FLOOD PALIN, IF APPLICABLE.

**NAME OF FIRM OR PERSON BY WHICH WORK WILL BE DONE:**

CONSTRUCTION: \_\_\_\_\_

PLUMBING: \_\_\_\_\_

ELECTRICAL: \_\_\_\_\_

**HAVE YOU CHECKED:**

WATER: \_\_\_\_\_ SEWER: \_\_\_\_\_ GAS: \_\_\_\_\_

NOTE: A DETAILED SITE PLAN, FOLLOWING THE ATTACHED CHECKLIST (PER THE EXAMPLES) MUST BE PROVIDED WITH THIS APPLICATION. IF ON SEPTIC SYSTEM, MUST HAVE A COPY OF MORGAN COUNTY BOARD OF HEALTH PERMIT.

COMMENTS: \_\_\_\_\_

_____ SIGNATURE OF APPLICANT	_____ DATE
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_____ BUILDING INSPECTOR	_____ DATE
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**CITY OF MARTINSVILLE ELECTRICAL PERMIT APPLICATION**

	PERMIT NO.	FEE
ELECTRICAL:	_____	_____
BUILDING:	_____	_____
TOTAL DUE:		_____

LOCATION OF CONSTRUCTION ACTIVITY:  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ LOT # \_\_\_\_\_

OWNER OF THE PREMISES WHERE ELECTRICAL WORK IS:  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

INDICATE USE OF STRUCTURE:

A. _____ RESIDENTIAL	B. _____ COMMERCIAL
C. _____ MULTI-FAMILY	D. _____ OTHER please specify _____

NATURE OF ELECTRICAL WORK TO BE CARRIED OUT:

A. TYPE OF ELECTRICAL WORK:  
1. \_\_\_\_\_ New Construction  
2. \_\_\_\_\_ Replacement  
3. \_\_\_\_\_ Upgrade, alteration, or remodeling  
4. \_\_\_\_\_ Addition  
5. \_\_\_\_\_ Other, please specify \_\_\_\_\_

B. TYPE OF STRUCTURE:  
1. \_\_\_\_\_ New Structure  
2. \_\_\_\_\_ Existing Structure  
3. \_\_\_\_\_ Industrialized System  
4. \_\_\_\_\_ Other, please specify \_\_\_\_\_

C. SERVICE SIZE \_\_\_\_\_

D. BRIEF DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR INFORMATION:

A. IDENTIFY THE ELECTRICAL CONTRACTOR:

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR ID NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

APPLICATION APPROVED \_\_\_\_\_

\_\_\_\_\_ Building Inspector

**CITY OF MARTINSVILLE CONTRACTOR INFORMATION**

BUILDING PERMIT:\_\_\_\_\_ ELECTRICAL PERMIT:\_\_\_\_\_

Location of construction activity:\_\_\_\_\_

Addition / Subdivision:\_\_\_\_\_ Lot #\_\_\_\_\_

Owner:\_\_\_\_\_

Address:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_\_\_

Phone:\_\_\_\_\_

Contractor:\_\_\_\_\_

Address:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_\_\_

Phone:\_\_\_\_\_

Plumbing:\_\_\_\_\_

Address:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_\_\_

Phone:\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date